Step	IZ TV - L	т	Time Frame in Weeks											
	Key Tasks	Lead	1	2	3	4	5	6	7	8	9	10	11	12
Plan	Determine purpose of the survey													
	Select appropriate survey instrument													
	Determine the methodology				Γ	Γ								
	Design data collection procedures													
	Develop cost estimate													
	Determine staff needs													
Sample	Identify population													
	Specify sample selection criteria				Γ									
	Identify sampling procedure				Γ									
	Identify source of information for sampling													
	Draw sample		Ī	T	Ī	Ī	T			Ì	T			
Pilot	Test procedures and revise according to the results of testing		İ	İ						Ì	Ì			
Survey	Notify selected agencies (if sample is drawn from another agency)									j	j			
	Prepare materials: service recipient prenotification letter													
	Prepare call sheets									_				
	Select interviewers				L	L								
	Train interviewers													
	Conduct telephone survey													
Prepare data	Enter data													
	Check for accuracy of data entry													
	Review database for outliers and anomalies in the data													
	Code responses to open-ended questions													
	Run descriptive statistics													
Analyze data	Analyze responses to open-ended questions													
Prepare and disseminate report	Prepare draft report									Ì	j			
	Submit report to reviewers													
	Revise report									Ì	Ì			
Disseminate	Develop plan for sharing results													
	Disseminate report													